

MEMORANDUM FOR: All NOAA Employees

FROM: R. J. Dominic  
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 16

The purpose of this notification is to make you aware that the current NOAA Travel Regulation (NTR), Chapter 302, Relocation Allowances is replaced with the 2004 edition. The Transmittal has been posted on the NOAA Travel Office (NTO) web page at <http://www.ofa.noaa.gov/~finance/travel1.htm>. Please visit our web page to view or to update your NTR. (This new edition follows the plain language format of the Federal Travel Regulation.)

Please contact Rachael Wivell or Pat Oliver in the NOAA Travel Office (NTO) on (301) 444-2136 or (301) 444-2155 if you have any questions.

MEMORANDUM FOR: All Holders of the NOAA Travel Handbook

FROM: R. J. Dominic  
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 16

1. Purpose. This transmittal replaces the current NOAA Travel Regulation (NTR) Chapter 302 with the new 2004 edition. This new edition follows the plain language format of the Federal Travel Regulation.

2. Effective Date. The provisions of this transmittal are effective July 1, 2004.

3. Explanation of Changes. This transmittal:

- a. Reorganizes relocation entitlements into Parts 1, 2, 3, 7, and 9, eliminating Parts 4, 5, and 6, and adding Part 11.
- b. Centralizes relocation travel delegations into a listing in Chapter 302-2.102(a) – 302-2.102(p).
- c. Adds new delegation authority to NTR 302-2.102(o), for authority to approve a waiver of repayment of relocation expenses when an employee does not remain in Government service for the period of time stated in their service agreement.
- d. Adds new delegation authority to NTR 302-2.102(p), for approval authority to waive \$500,000 maximum home value for which NOAA will pay for homesale services.
- e. Updates Exhibit 302-2B, Sample of relocation Travel Order for Government Employee Transferring, and Exhibit 302-2C, Sample of Relocation Travel Order for New Appointee.
- f. Adds 302-3.207(c), the definition of a local hire.

4. Filing Instructions for the NTR. Completely replace the current NOAA Travel Handbook (NTH), Chapter 302 with the new NTR, Chapter 302, Relocation Allowances, Transmittal 16, effective June 1, 2004. Please note the following:

(a) The NTR, is comprised of the (1) Federal Travel Regulations (FTR) printed on white paper, (2) Department of Commerce (DOC) Travel Handbook printed on yellow paper, and (3) NOAA Travel Regulations (NTR) printed on blue paper.

(b) The DOC Travel Handbook (CTR), Chapter 302 (yellow pages) has not been written in the plain language format and currently does not line up correctly with the FTR and NTR.

(c) The attachments to this transmittal list the pages currently in effect in the FTR, the CTR, and the NTR, after the changes issued by this transmittal have been inserted. These checksheets are to be used to verify the accuracy of the NTR and should be filed in front of FTR Chapter 300.

(d) Clarification or assistance regarding travel policies and/or procedures may be obtained by calling your servicing Administrative Support Center travel office listed below:

WASC - Seattle----- (206) 526-6008  
MASC - Boulder----- (303) 497-5307  
CASC - Kansas City--- (816) 426-7543 x431  
EASC - Norfolk----- (757) 441-6897  
NOAA Travel Office-- (301) 444-2136 or 444-2155

Attachments

# **NOAA TRAVEL REGULATION (NTR) CHECKSHEET FOR CHAPTERS 300 and 301**

Following is a list of pages currently in effect in the NTR. This checksheet is to be used to verify the accuracy of the NTR.

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## DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTER 301

Following is a list of pages currently in effect in the DOC Travel Handbook. This checksheet is to be used to verify the accuracy of the DOC Travel Handbook. NOTE: The DOC Travel Handbook, Chapter 301, has not been written in the plain language format and currently does not line up correctly with the Federal and NOAA pages in this new NOAA Travel Handbook (NTH).

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**DOC Travel Handbook, Special Transmittal 004, Dated February 25, 2000,** was issued without page numbers. File behind FTR according to Part. Pages with multiple parts, e.g., questions and answers from Part 301-51 appear on the same page as 301-52, need to be copied so that each can be filed in their appropriate Part.

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**CHAPTER 302-RELOCATION ALLOWANCES**

**Subchapter A-Introduction**

Part

302-1 - General Rules

302-2 - Employee Eligibility Requirements

**Subchapter B-Relocation Allowances**

Part

302-3 - Relocation Allowances By Specific Type

**Subchapter D -Transportation and Storage of Property**

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302-7 - Transportation and Temporary Storage of Household Goods and Professional Books,  
Papers, and Equipment

302-9 - Allowances for Transportation and Emergency Storage of a Privately Owned Vehicle  
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**Subchapter E -Residence Transaction Allowances**

Part

302-11 - Allowances for Expenses Incurred in Connection with  
Residence Transactions

302-12 - Use of a Relocation Services Company

**Subchapter A--Introduction**

**PART 302-1--GENERAL RULES**

**Subpart A--Applicability**

Sec.

**302-1.2(a) In addition to those mentioned in FTR 302-1.2, who is not eligible for relocation expense allowances?**

NOAA Commissioned Officers are not eligible since they are covered by the Joint Federal Travel Regulations.

**PART 302-2 - EMPLOYEE ELIGIBILITY REQUIREMENTS**

**Subpart B–Agency Responsibilities**

**NOAA Relocation Delegations**

Sec.

- 302-2.102(a) Who has the authority to approve **relocation travel and all entitlements**, i.e., relocations within the Continental United States (CONUS), and overseas assignments, i.e., relocation travel outside-CONUS (O-CONUS)?
- 302-2.102(b) Who has the authority to approve an amended CD-29, Travel Order, for the **extension of temporary quarters over 60 days** up to the maximum of 120 days?
- 302-2.102(c) Who has the authority to approve an amended travel order for the extension of **temporary storage over 90 days** up to the maximum of 180 days?
- 302-2.102(d) Who has the authority to approve an amended travel order for the **extension of the two-year time limitation for completion of the sale and purchase of a residence or lease termination transaction**?
- 302-2.102(e) Who has the authority to approve an amended travel order for **exceptions to driving less than the average minimum distance of 300 miles per day**?
- 302-2.102(f) Who has the authority to approve the **shipment of a privately-owned vehicle (POV) within the Continental United States (CONUS)**?
- 302-2.102(g) Who has the authority to approve **overseas tour renewal travel**?
- 302-2.102(h) Who has the authority to approve **return travel when an employee separates from Government service from a post of duty prior to completion of the service agreement**?
- 302-2.102(i) Who has the authority to approve **transportation of a POV to and/or from Alaska, the Pacific area, and Puerto Rico**?
- 302-2.102(j) Who has the authority to approve an amended travel order for the **shipment of a POV subsequent to the time of assignment at a post of duty**?
- 302-2.102(k) Who has the authority to approve an amended travel order for the **emergency storage of a POV**?
- 302-2.102(l) Who has the authority to approve **weight up to 18,000 pounds for household goods when Government housing is provided at a post of duty**?
- 302-2.102(m) Who has the authority to approve **short-distance transfers**?

**Subpart B-Agency Responsibilities**

**NOAA Relocation Delegations**

- 302-2.102(n) Who has the authority to **designate areas as isolated official stations?**
- 302-2.102(o) Who has the authority to approve a **waiver of repayment of relocation expenses when an employee does not remain in Government service for the period of time as stated in their service agreement?**
- 302-2.102(p) Who has the authority to **waive the \$500,000 maximum home value for which NOAA will pay for homesale services?**

**Subpart C-Travel Order Exhibits**

- Exhibit 302-2A - Summary of Relocation Reimbursable Expenses
- Exhibit 302-2B - Sample of Relocation Travel Order for Government Employee Transferring
- Exhibit 302-2C - Sample of Relocation Travel Order for New Appointee

**Subpart B-Agency Responsibilities - NOAA Relocation Delegations**

**302-2.102(a) Who has the authority to approve relocation travel and all entitlements, i.e., relocations within the Continental United States (CONUS), and overseas assignments, i.e., relocation travel outside-CONUS (O-CONUS)?**

Relocations within CONUS and overseas assignments must be authorized and approved by the appropriate NOAA official as listed in NOAA Travel Regulation (*NTR*), *Chapter 301-2.5(p)*. Officials authorized to approve travel orders have the responsibility to make sure that all travel orders are prepared properly in accordance with applicable Federal Travel Regulations (FTR), Department of Commerce (DOC) Travel Regulations, and NTR.

**302-2.102(b) Who has the authority to approve an amended CD-29, Travel Order, for the extension of temporary quarters over 60 days up to the maximum of 120 days?**

On a case by case basis, approval for the extension of temporary quarters over 60 days up to the maximum of 120 days, may be authorized one level higher than the authorizing official of the travel order. The amended travel order must contain a justification explaining the compelling reason(s) requiring the additional time. The justification should describe circumstances which occurred during the initial period and which are beyond the transferee's control.  
(See *FTR*, *Chapter 302-6.105*)

**302-2.102(c) Who has the authority to approve an amended travel order for the extension of temporary storage over 90 days up to the maximum of 180 days?**

On a case by case basis, approval for the extension of temporary storage over 90 days up to the maximum of 180 days, may be authorized one level higher than the authorizing official of the travel order. The amended travel order must contain the date temporary storage initially began, along with a justification explaining the compelling reason(s) requiring the additional time.  
(See *FTR*, *Chapter 302-7.9*)

**302-2.102(d) Who has the authority to approve an amended travel order for the extension of the two-year time limitation for completion of the sale and purchase of a residence or lease termination transaction?**

On a case by case basis, approval for the extension of the two-year time limitation for completion of the sale and purchase of a residence or lease termination transaction, may be authorized one level higher than the authorizing official of the travel order. The amended travel order must contain a justification explaining the compelling reason(s) requiring the additional time.  
(See FTR, Chapter 302-11.21-11.23)

**302-2.102(e) Who has the authority to approve an amended travel order for exceptions to driving less than the average minimum distance of 300 miles per day?**

On a case by case basis, exceptions to driving less than the average minimum distance of 300 miles per day, may be authorized one level higher than the authorizing official of the travel order. The travel order must contain a justification explaining why an exception to the 300 mile rule was granted.  
(See FTR, Chapter 302-4.400-4.401)

**302-2.102(f) Who has the authority to approve the shipment of a privately-owned vehicle (POV) within the Continental United States (CONUS)?**

On a case by case basis, approval for the shipment of a POV within CONUS, may be authorized one level higher than the authorizing official of the travel order. The travel order must contain a justification, and include an approved cost comparison worksheet, as provided in NTR, Chapter 302-9A, which can be found at the following web-site: <http://www.rdc.noaa.gov/~finance/302-10.PDF>.  
(See FTR, Chapter 302-9.300-9.304)

**302-2.102(g) Who has the authority to approve overseas tour renewal travel?**

On a case by case basis, requests to approve overseas tour renewal travel must be submitted by the authorizing official of the travel order to the servicing Human Resources Office (HRO) for approval.

**302-2.102(h) Who has the authority to approve return travel when an employee separates from Government service from a post of duty prior to completion of the service agreement?**

On a case by case basis, return travel when an employee separates from Government service from a post of duty prior to completion of the service agreement, may be authorized one level higher than the authorizing official of the travel order, provided the employee is returned for compassionate reasons or for circumstances beyond the employees control, e.g., physical or mental health, death of a member of the immediate family, or obligations imposed by authority or circumstances over which the employee has no control. The travel order must show the move date, the origin and destination location of the move, and contain a justification for moving prior to the completion of the service agreement.

*(See FTR, Chapter 302-3.300 - 3.315)*

**Note:** Accepting private employment at the termination location is not an acceptable reason to authorize return travel.

**302-2.102(i) Who has the authority to approve transportation of a POV to a post of duty?**

On a case by case basis, transportation of a POV to a post of duty may be authorized one level higher than the authorizing official of the travel order. The travel order must contain a justification for such approval.

*(See FTR, Chapter 302-9.100- 9.104)*

**302-2.102(j) Who has the authority to approve an amended travel order for the shipment of a POV subsequent to the time of assignment at a post of duty?**

On a case by case basis, approval for the shipment of POV subsequent to the time of assignment at a post of duty, may be authorized one level higher than the authorizing official of the travel order. The amended travel order must contain a justification which shows the use of a POV at the post of duty as being advantageous, cost-effective, and in the Government's interest.

*(See FTR, Chapter 302-9.170 - 9.175)*

**Note:** NOAA organizations are advised to limit shipments under this authority to only those post of duty stations considered remote stations without reasonable access to automobile dealerships. POVs under this part will not be transported for employees with less than one year of service left on their service agreement.

**302-2.102(k) Who has the authority to approve an amended travel order for the emergency storage of a POV?**

On a case by case basis, approval for the emergency storage of a POV, may be authorized one level higher than the authorizing official of the travel order. The amended travel order must contain a justification explaining why emergency storage was necessary, and will include the storage location site.

*(See FTR, Chapter 302-9.400 - 9.401)*

**302-2.102(l) Who has the authority to approve weight up to 18,000 pounds for household goods when Government housing is provided at a post of duty?**

In unusual cases when circumstances warrant, weight up to 18,000 pounds for household goods when Government housing is provided at a post of duty may be authorized one level higher than the authorizing official of the travel order. NOTE: Extended storage at Government expense may be allowed for the difference between the amount of household goods transported and the amount of household goods stored.

*See NTR, Chapter 302-7.16(a).*

**302-2.102(m) Who has the authority to approve short-distance transfers?**

Both preliminary and final determinations for short-distance transfers must be submitted through your Line Office Chief Financial Officer (CFO)/ Management and Budget Officer to the Director, Finance Office/Comptroller for approval using the format on page 5 of the "Short Distance Transfer Guidelines" which can be found at the following web-site:

<http://www.rdc.noaa.gov/~finance/Package.PDF>.

*(See FTR, Chapter 302-2.6)*

**Note:** Preliminary determinations for a short-distance transfer must be submitted in advance of the transfer, but not more than 90 days prior to the projected transfer.

**302-2.102(n) Who has the authority to designate areas as isolated official stations?**

Requests to approve the designation of an area as an isolated official station must be submitted through your Line Office CFO/Management and Budget Officer to the Director, Finance Office/Comptroller for approval.

*(See FTR, Chapter 302-8.101)*

**Note:** No item of furniture may be shipped to an isolated area which duplicates items provided by the Government unless such shipment is determined to be a necessity and authorized on the travel order. (See FTR, Chapter 302-8.101(b)).

**302-2.102(o) Who has the authority to approve a waiver of repayment of relocation expenses when an employee does not remain in Government service for the period of time as stated in their service agreement?**

Requests to approve a waiver of repayment of relocation expenses when an employee does not remain in Government service for the period of time as stated in their service agreement must be approved by the Director, Finance Office/Comptroller, upon recommendation from the Line Office CFO/Management and Budget Officer. Recommendations must specify reasons to waive the debt which are beyond the employee's control and acceptable to NOAA. The Line Office will coordinate review of the recommendation by the Office of General Counsel (OGC) and the servicing HRO prior to write-off of the debt by the Finance Office.

*(See FTR, Chapter 302-2.14)*

**302-2.102(p) Who has the authority to waive the \$500,000 maximum home value for which NOAA will pay for homesale services?**

Requests to waive the \$500,000 maximum home value, for which NOAA will pay for homesale services, must be submitted through your Line Office CFO/Management and Budget Officer, through the NOAA CFO, and to the D.O.C., Director, Administrative Services for approval. A copy of the travel order and listing agreement must accompany all requests.

*(See FTR, Chapter 302-12.111)*

**302-2.103 Who is responsible for providing the employee with full information regarding their relocation to a new duty station?**

Prior to your reporting date at your new duty station, your servicing HRO is responsible for providing you with relocation information concerning the benefits which may be available to you, including telephone numbers for your servicing Relocation Services Coordinator (RSC). Additionally you can find relocation and RSC information at the following web-side:

<http://www.rdc.noaa.gov/~finance/travel1.htm>

**Note:** The Government cannot be bound beyond the actual authority conferred upon its agents by statute or these regulations.

**Subpart C-Travel Order Exhibits**

**SUMMARY OF RELOCATION REIMBURSABLE EXPENSES**

The chart on the next page summarizes authorized reimbursable expenses for civilian employees in the following categories:

- New appointees
- Government Employees Transferring
- Short-Distance Transfers
- Non-Foreign Overseas Assignments

The summary chart does not cover all reimbursable expenses in all cases, nor does it mean that all items mentioned will be authorized in all cases. The specific provisions of the travel order written in accordance with Federal, DOC, and NOAA travel regulations, will determine the specific reimbursement authorized.

Use this chart as a quick guide for requesting travel, or for authorizing travel, but check the detailed provisions, as appropriate within the NTR Chapter 302, for actual regulations governing reimbursements.

**NOAA TRAVEL REGULATION**  
**Chapter 302-RELOCATION ALLOWANCES**

**EXHIBIT 302-2A**

**SUMMARY OF RELOCATION REIMBURSABLE EXPENSES**

RELOCATION CATEGORIES	*IN LIMITED CIRCUMSTANCES		**ALSO NON-TEMPORARY STORAGE		***MAY INCLUDE AUTO	
	NEW APPOINTEES		GOVERNMENT EMPLOYEES TRANSFERRING	SHORT DISTANCE TRANSFERS	NON-FOREIGN OVERSEAS ASSIGNMENTS	
BASIC ENTITLEMENTS	APPROVED POSITIONS, SES LAST MOVE HOME, SHORAGE CATEGORY, STUDENT TRAINEE, CERTAIN PRESIDENTIAL APPOINTEES	OTHERS			NEW EMPL	TRANSFEREE
COMMERCIAL TRANSPORTATION OR MILEAGE ALLOWANCE FOR: .....EMPLOYEE	YES	NO	YES	YES	YES	YES
.....IMMEDIATE FAMILY	YES	NO	YES	YES	YES	YES
PER DIEM EN ROUTE .....EMPLOYEE	YES	NO	YES	NO	YES	YES
.....IMMEDIATE FAMILY	NO	NO	YES	NO	NO	YES
TRANSPORTATION OF HOUSEHOLD GOODS	YES	NO	YES	YES	*** YES	*** YES
TEMPORARY STORAGE OF HOUSEHOLD GOODS	YES	NO	YES	NO	** YES	** YES
TRANSPORTATION OF MOBILE HOME	YES	NO	YES	YES	*	*
HOUSEHUNT	NO	NO	YES	NO	NO	NO
TEMPORARY QUARTERS	NO	NO	YES	NO	NO	YES
REAL ESTATE EXPENSES (INCL 3 <sup>RD</sup> PARTY RELOCATION)	NO	NO	YES	YES	NO	*
RELOCATION INCOME TAX ALLOWANCE (RITA)	NO	NO	YES	YES	NO	YES
MISCELLANEOUS EXPENSES	NO	NO	YES	YES	NO	YES

**NOAA TRAVEL REGULATION**  
**Chapter 302-RELOCATION ALLOWANCES**

**EXHIBIT 302-2B**

FORM CD-29 (REV. 4-89) (F DAO 204)		U.S. DEPARTMENT OF COMMERCE		1. TYPE OF AUTHORIZATION <input type="checkbox"/> TEMPORARY <input checked="" type="checkbox"/> RELOCATION—A signed CD-150, Request for Authorization of Travel and Moving Expenses, must be attached.		2. TRAVEL ORDER NO. 4XXXP0001	
<b>TRAVEL ORDER</b>							
3A. BUREAU NAME/ORGANIZATIONAL UNIT NOAA, NMFS, Fish Ecology Division				3B. PRESENT OFFICIAL STATION Bohemia, NY			
4A. TRAVELER'S NAME Charlie L. Brown/Transfer				4B. TRAVELER'S TITLE Director, Fish Office		4C. SOCIAL SECURITY NO. 923-45-6789	
5. PURPOSE AND JUSTIFICATION STATEMENT Relocation; Service Agreement and Relocation Worksheet signed 11/07/03 Family: Spouse - Lucy P. Child - Linus B - Date of Birth - 7/4/95 Child - Peppermint Patty - Date of Birth - 4/1/90				6A. TYPE OF TRAVEL CODE 3 & 4		6B. PURPOSE OF TRIP CODE 6	
				6C. BUREAU CODE NO. 14			
7. ITINERARY Bohemia, NY, to Seattle, WA Contact: Shirley Shark (206)526-XXXX							
8. PERIOD OF TRAVEL SA. BEGIN ON OR ABOUT 1/10/04		SB. END ON OR ABOUT 1/10/04		9. ACCOUNTING CLASSIFICATION CODE			
10. MODE OF TRANSPORTATION <input checked="" type="checkbox"/> COMMON CARRIER <input type="checkbox"/> BUS <input type="checkbox"/> RAIL <input type="checkbox"/> EXTRA FARE (Justify in Item 14) <input checked="" type="checkbox"/> AIR-COACH <input type="checkbox"/> AIR-EXTRA FARE (Attach CD-334) <input type="checkbox"/> PRIVATELY-OWNED VEHICLE <input type="checkbox"/> AUTO <input type="checkbox"/> PLANE <input type="checkbox"/> RATE PER MILE _____ CENTS (See FTR 301-4 or FTR 302-2.3) <input type="checkbox"/> DETERMINED MORE ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> FOR CONVENIENCE OF TRAVELER (See FTR 301-4.3 and 301-4.4) <input checked="" type="checkbox"/> RENTED MOTOR VEHICLE (See FTR 301-2.2a(2) and 301-3.2) <input type="checkbox"/> OTHER MEANS (Specify) (Household only)				11. ESTIMATED COST 2211 \$ 12,467.44 A. TRANSPORTATION 2528 \$ 4,467.72 (Billed directly to Government) B. OTHER TRANSPORTATION 2140 \$ 300.00 INCLUDING POV MILEAGE SUBSISTENCE EXPENSE 2140 \$ 3,333.75 (Per Diem/Actual) OTHER EXPENSES (Item 13) 2140 \$ 1,225.00 TEMPORARY QUARTERS SUBSISTENCE EXPENSE 1209 \$ 13,287.00 RELOCATION EXPENSES (Other than listed above) 214 \$ 63,960.00 SUB-TOTAL B \$ 82,105.75 TOTAL A & B \$ 99,040.91			
COMMON CARRIER REFUNDS When a ticket is exchanged for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to make refund directly to the appropriate accounting office.		ACCOUNTING OFFICE ADDRESS: WASC 7600 Sand Point Way, N.E. Seattle, WA 98115					
TRAVELER'S POTENTIAL LIABILITY NOTICE—Travelers are accountable for all transportation tickets, Government Transportation Requests (GTR's), or other transportation procurement documents received by them in connection with their official travel. If trips are cancelled or terminated changed after tickets (or GTR's) are issued to the traveler, the traveler is liable for the value of the tickets issued until all coupons have been used for official travel purposes or all unused tickets or coupons are properly accounted for on the travel voucher.							
12. SUBSISTENCE EXPENSE In accordance with the DDC Travel Handbook or as specifically approved by an authorizing official under unusual circumstances. See FTR 301-7.3 and 301-8.1c.				RATES AUTHORIZED: Locality per diem rate authorized for Househunting.			
13. OTHER EXPENSES AUTHORIZED <input type="checkbox"/> MEETING REGISTRATION FEES <input checked="" type="checkbox"/> HIRE OF TAXI BETWEEN LODGING AND/OR PLACE(S) OF BUSINESS <input type="checkbox"/> EXCESS BAGGAGE (Justify in Item 14) (See CTR 301-4.2) <input type="checkbox"/> CASH <input type="checkbox"/> GEBAT <input type="checkbox"/> OTHER (Specify and Justify in Item 14)				14. SPECIAL PROVISIONS/REMARKS The following expenses are authorized in accordance with FTR 302: Contractor Relocation Services; Househunting trip for Employee and spouse via air, not to exceed 10 days; Shipment of one POV via CBL; Shipment of household goods via CBL estimated at 10,000 lbs. with load date 1/12/04; Storage of household goods via CBL not to exceed 90 days; Temporary quarters not to exceed 60 days.			
Travel voucher must be submitted within 5 days after completion of travel, and travel advance balance must be refunded at that time unless another trip will be made within 30 days.							
15. SIGNATURE OF REQUESTING/Approving OFFICIAL Joseph Littlecheese				TITLE Deputy Director, NE Fisheries Sci. Ctr.		DATE 11/21/03	
16. SIGNATURE OF AUTHORIZING OFFICER Richard Eggeese				TITLE Director, NE Fisheries Science Center.		DATE 11/21/03	
PRIVACY ACT NOTIFICATION The following information is provided in compliance with the Privacy Act of 1974 (5 USC 552a): Solicitation of the information on this form is authorized by 5 USC, Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, and E.O. 11612 of March 27, 1962. The Social Security Number (SSN) on the CD-29 is mandatory and will be used as an employee identifier. The SSN serves as a primary validation for accountability and payment authorization in the Department of Commerce centralized travel system. Failure to provide the requested information will result in a delay in obtaining a valid Travel Order, Travel Advance and the procurement of common carrier transportation.				CERTIFICATE OF AUTHORIZATION BY DESIGNATED AUTHORIZING OFFICER You are hereby authorized to travel at Government expense under and in accordance with the Federal Travel Regulations. The number of this order must appear on each voucher claiming reimbursement for expenses incurred consequent to this order.			

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**NOAA TRAVEL REGULATION**  
**Chapter 302-RELOCATION ALLOWANCES**

**EXHIBIT 302-2C**

FORM CD-29 (REV. 4-99) LF DAO 204-1		U.S. DEPARTMENT OF COMMERCE		1. TYPE OF AUTHORIZATION <input type="checkbox"/> TEMPORARY <input checked="" type="checkbox"/> RELOCATION—A signed CD-150, Request for Authorization of Travel and Moving Expenses, must be attached.		2. TRAVEL ORDER NO. 4XXX0002	
<b>TRAVEL ORDER</b>							
3A. BUREAU NAME/ORGANIZATIONAL UNIT NOAA, NWS, Meteorological Services Division				3B. PRESENT OFFICIAL STATION San Antonio, TX			
4A. TRAVELER'S NAME Joseph I. Traveler / First Duty				4B. TRAVELER'S TITLE Chief, Meteorological Svc. Div.(MSD)		4C. SOCIAL SECURITY NO. 987-65-4321	
5. PURPOSE AND JUSTIFICATION STATEMENT Relocation; Service Agreement and Relocation Worksheet signed 2/5/04.  Family: Spouse - Suzy Q. Child - Joseph Jr. - Date of Birth 9/9/99				6A. TYPE OF TRAVEL CODE 4		6B. PURPOSE OF TRIP CODE 6	
						6C. BUREAU CODE NO. 14	
7. ITINERARY San Antonio, TX, to Kansas City, MO  Contact: Mary Sunshine (816) 891-XXXX							
8. PERIOD OF TRAVEL		8A. BEGAN ON OR ABOUT 4/1/04		8B. END ON OR ABOUT 4/2/04		9. ACCOUNTING CLASSIFICATION CODE	
10. MODE OF TRANSPORTATION <input type="checkbox"/> COMMON CARRIER <input type="checkbox"/> BUS <input type="checkbox"/> RAIL <input type="checkbox"/> EXTRA FARE (Justify in Item 14) <input type="checkbox"/> AIR-COACH <input type="checkbox"/> AIR-EXTRA FARE (Attach CD-334) <input checked="" type="checkbox"/> PRIVATELY-OWNED VEHICLE <input checked="" type="checkbox"/> AUTO <input type="checkbox"/> PLANE <input checked="" type="checkbox"/> RATE PER MILE 19 CENTS (See FTR 301-4 or FTR 302-2.3) <input type="checkbox"/> DETERMINED MORE ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> FOR CONVENIENCE OF TRAVELER (See FTR 301-4.3 and 301-4.4) <input type="checkbox"/> RENTED MOTOR VEHICLE (See FTR 301-2.2(d) and 301-3.2) <input type="checkbox"/> OTHER MEANS (Specify)				11. ESTIMATED COST 2211 \$ 5,481.58 A. TRANSPORTATION 2528 \$ 2,703.49 (Billed directly to Government) B. OTHER TRANSPORTATION 2149 \$ 165.00 INCLUDING POV MILEAGE SUBSISTENCE EXPENSE 2140 \$ 102.00 (Per Diem/Actual) OTHER EXPENSES (Item 13) \$ -0- TEMPORARY QUARTERS SUBSISTENCE EXPENSE \$ -0- RELOCATION EXPENSES (Other than listed above) \$ -0- SUB-TOTAL B \$ 267.00 TOTAL A & B \$ 8,452.07			
COMMON CARRIER REFUNDS When a ticket is exchanged for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to make refund directly to the appropriate accounting office.				ACCOUNTING OFFICE ADDRESS: CASC 601 East 12th Street Kansas City, MO 64106			
TRAVELER'S POTENTIAL LIABILITY NOTICE—Travelers are accountable for all transportation tickets, Government Transportation Requests (GTRs), or other transportation procurement documents required by them in connection with their official travel. If slips are cancelled or knowingly changed after tickets for GTRs are issued to the traveler, the traveler is liable for the value of the tickets issued until all coupons have been used for official travel purposes or all unused tickets or coupons are properly accounted for on the travel voucher.							
12. SUBSISTENCE EXPENSE In accordance with the DOD Travel Handbook or as specifically approved by an authorizing official under unusual circumstances. See FTR 301-7.3 and 301-8.1c.				RATES AUTHORIZED: \$55 lodging/\$31 M&IE - employee only			
13. OTHER EXPENSES AUTHORIZED <input type="checkbox"/> MEETING REGISTRATION FEES <input type="checkbox"/> HIRE OF TAXI BETWEEN LODGING AND/OR PLACES OF BUSINESS <input type="checkbox"/> EXCESS BAGGAGE (Justify in Item 14) (See CTR 301-2.2) <input type="checkbox"/> CASH <input type="checkbox"/> GEBAT <input type="checkbox"/> OTHER (Specify and Justify in Item 14)				14. SPECIAL PROVISIONS/REMARKS The following expenses are authorized in accordance with Federal Travel Regulation 302; Shipment of Household Goods via CBL estimated @ 10,000 lbs. with load date of 3/30/04; Storage of Household Goods via CBL not to exceed 90 days.			
Travel voucher must be submitted within 5 days after completion of travel, and travel advance balance must be refunded at that time unless another trip will be made within 30 days.							
15. SIGNATURE OF REQUESTING/Approving OFFICIAL Sky B. Blue				TITLE Deputy Director, MSD		DATE 2/15/04	
16. SIGNATURE OF AUTHORIZING OFFICER Rough R. Oceans				TITLE Director, MSD		DATE 2/15/04	
PRIVACY ACT NOTIFICATION The following information is provided in compliance with the Privacy Act of 1974 (5 USC 552a): Solicitation of the information on this form is authorized by 5 USC, Chapter 87 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, and E.O. 11612 of March 27, 1962. The Social Security Number (SSN) on the CD-29 is mandatory and will be used as an employee identifier. The SSN serves as a primary validation for accountability and payment authorization in the Department of Commerce centralized travel system. Failure to provide the requested information will result in a delay in obtaining a valid Travel Order, Travel Advance and the procurement of common carrier transportation.				CERTIFICATE OF AUTHORIZATION BY DESIGNATED AUTHORIZING OFFICER You are hereby authorized to travel at Government expense under and in accordance with the Federal Travel Regulations. The number of this order must appear on each voucher claiming reimbursement for expenses incurred consequent to this order.			

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**Subchapter B--Relocation Allowances**

**PART 302-3--RELOCATION ALLOWANCES BY SPECIFIC TYPE**

**Subpart C--Types of Transfers**

Sec.

- 302-3.207(a) What are the required time periods for completing an overseas assignment?  
302-3.207(b) What is a local hire?  
302-3.207(c) Are local hires living at a post of duty location eligible for an overseas assignment and/or tour renewal travel?

**Subpart C--Types of Transfers  
Overseas Assignment and Return**

**302-3.207(a) What are the required time periods for completing an overseas assignment?**

The required periods for prescribed overseas assignments are:

<u>Station</u>	<u>Minimum Tour</u>
----------------	---------------------

Hawaiian Islands, Guam, and American Samoa.....	2 years
--	---------

All other islands in the Pacific area:	
With family.....	2 years
Without family.....	1 year

<u>Exceptions:</u> Foreign areas.....	1 year unless otherwise indicated in service agreement
---------------------------------------	--

San Juan, Puerto Rico.....	2 years
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Alaska.....	2 years
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<u>Exceptions:</u> Barter Island, St. Paul Island, Cold Bay, Kotzebue, Barrow, and Adak.....	1 year
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**302-3.207(b) What is a local hire?**

A local hire is an employee who is living at a post of duty location, and then hired at the same post of duty location.

**302-3.207(c) Are local hires living at a post of duty location eligible for an overseas assignment and/or tour renewal travel?**

You must contact the servicing HRO to determine if a local hire living at a post of duty location is eligible for an overseas assignment and/or tour renewal travel.

**Subchapter D-TRANSPORTATION AND STORAGE OF PROPERTY**

**PART 302-7--TRANSPORTATION AND TEMPORARY STORAGE  
OF HOUSEHOLD GOODS AND PROFESSIONAL BOOKS,  
PAPERS, AND EQUIPMENT (PBP&E)**

**Subpart A-General Rules**

Sec.

- 302-7.15(a) How do I obtain a cost comparison of the commuted rate method versus the actual expense method for the shipment of household goods?
- 302-7.16(a) What is the weight limitation for household goods when furnished Government housing is provided at a post of duty?
- 302-7.21 Who should I contact for the transportation and storage of my household goods?
- 302-7.22 Who should be contacted for multiple transfers and mass moves?

**Subpart A-General Rules**

- 302-7.15(a) How do I obtain a cost comparison of the commuted rate method versus the actual expense method for the shipment of household goods?**

You must submit a copy of your travel order which authorizes the shipment of household goods to the Transportation and Property Branch of your servicing ASC with sufficient lead time of at least 10 working days. The Transportation and Property Branch will provide you with a cost comparison based on information obtained from General Services Administration's (GSA's) centralized Household Goods Traffic Management Program.

**302-7.16(a) What is the weight limitation for household goods when furnished Government housing is provided at a post of duty?**

Under normal circumstances, weight will be limited as follows:

- (i) The weight limitation for household goods for the employee and immediate family members when furnished Government housing is provided at a post of duty is 4,000 pounds plus 500 pounds for each additional dependent, not to exceed a maximum of 7,000 pounds; or
- (ii) The weight limitation for household goods for single employees when furnished Government housing is provided at a post of duty is 3,000 pounds.

See NTR, Chapter 302-2.102(l) for approval authority when weight limitation for household goods exceed weight limitations as set forth in NTR, Chapter 302-7.16(a)(i) and (ii) above.

Note: No items of furniture may be shipped to an area which duplicates items provided by the Government unless such shipment is determined to be a necessity and authorized on the travel order.

**302-7.21 Who should I contact for the transportation and storage of my household goods?**

Contact the Transportation and Property Branch of your servicing ASC for the transportation and storage of your household goods.

**302-7.22 Who should be contacted for multiple transfers and mass moves?**

Contact the Transportation and Property Branch of your servicing ASC when arranging multiple transfers and mass moves.

**PART 302-9--ALLOWANCES FOR TRANSPORTATION AND EMERGENCY  
STORAGE OF A POV**

**Subpart A--General Rules**

Sec.

302-9.8(a) What types of POVs are not eligible for shipment or storage?

**Subpart B --Transportation**

**General**

Sec.

302-9.101(a) In what situations will I not be authorized transportation of a POV to my post of duty?

302-9.106 Are there any special requirements when I ship a POV to a remote location?

**Subpart D--Transportation of a POV Within CONUS**

Sec.

302-9.302(a) How many POVs may I transport within CONUS?

Exhibit 302-9A - Cost Comparison for Transportation of POV within CONUS

Exhibit 302-9B - Cost Comparison Examples of Driving Versus Shipping of POV

**Subpart A--General Rules**

**302-9.8(a) What types of POVs are not eligible for shipment or storage?**

Vehicles weighing more than 6000 pounds, recreational vehicles, campers, and boats, are not eligible for shipment or storage.

**Subpart B --Transportation**

**General**

**302-9.101(a) In what situations will I not be authorized transportation of a POV to my post of duty?**

(i) You will not be authorized transportation of a POV to your post of duty when circumstances preclude you from driving a POV at the post of duty, e.g., when roads and streets at your post of duty are not available or are so limited that use of POVs could not be expected or required; or

(ii) You will not be authorized transportation of a POV when you and/or your immediate family member accompanies an approved POV on the Alaska Marine Highway (Alaska Ferry). This is reimbursable as an en route expense. (*Reeder; B-188391, 12/16/77*)

**302-9.105 Are there any special requirements when I ship a POV to a remote location?**

Yes, since automobile mechanics and/or parts may not be available at the remote location, you must ensure that the POV being transported is in good mechanical condition and will withstand a service period of at least four years without major repairs.

**Subpart D-Transportation of a POV Within CONUS**

**302-9.302(a) How many POVs may I transport within CONUS?**

The number of POVs transported, within CONUS, is restricted to one (1) vehicle except under special circumstances, e.g., large family size or employee en route departure date differs from family's en route departure date. Transportation of more than one POV must be approved on the travel order as cost-effective to the Government and supported by a cost comparison of driving two or more POVs versus shipping two or more POVs. See EXHIBIT 302-9A.

EXHIBIT 302-9A

**COST COMPARISON FOR TRANSPORTATION OF POV WITHIN CONUS**

Transportation of POV within CONUS should be authorized only when cost-effective to the Government.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Travel order Number

**Driving POV:**

Number of miles from old duty station to new duty station: \_\_\_\_\_ x  
Applicable mileage rate \_\_\_\_\_ = \$ \_\_\_\_\_  
(Note: mileage rate used can be found in Chapter 302-4.300)  
Total Per Diem incurred for employee and family \_\_\_\_\_ = + \_\_\_\_\_  
(Note: 3/4 of the M&IE may be claimed on the first and last day of en route travel)  
Number of work hours lost as a result of driving: \_\_\_\_\_ x hourly wage: \_\_\_\_\_ = + \_\_\_\_\_  
Total Cost \_\_\_\_\_ \$ \_\_\_\_\_

**Transportation of POV:**

Cost of Transportation of POV \_\_\_\_\_ \$ \_\_\_\_\_  
Cost of Government Airfare for Employee and Family \_\_\_\_\_ + \_\_\_\_\_  
Total Cost \_\_\_\_\_ \$ \_\_\_\_\_

Based on the information above, I certify that transportation of POV to the new official duty station is more cost-effective for the Government than driving a POV to the new official duty station. This approval will be attached to the travel order.

\_\_\_\_\_  
Signature of Authorizing Officer of Travel order Date

\_\_\_\_\_  
Name of Authorizing Official (Type or print)

**NOAA TRAVEL REGULATION**  
**Chapter 302-RELOCATION ALLOWANCES**

**EXHIBIT 302-9B**

**EXHIBIT 302-9B**

**COST COMPARISON EXAMPLES OF DRIVING VERSUS SHIPPING OF POV**

<b>Mileage from Washington, D.C., to:</b>	<b>Mileage Rates:</b>	<b>Hourly Wage of GS-11/1:</b>
Seattle, WA 2697 miles	Employee + 3 occupants of auto = 20 cents per mile	\$18.88
Boulder, CO 1669 "	Employee = 15 " " "	
Kansas City, MO 1059 "	<b>Per Diem:</b> (3/4 M&IE on first and last day of travel)	
Norfolk, VA 189 "	Full Days = \$80 (Employee) + \$180 (spouse + 2 child over 12) = \$260	

<b>Family of 4 - employee, spouse, 2 children over 12 yrs.</b>	<b>Single Employee</b>
Seattle: 2697 miles divided by 300 miles per day = 9 days 2697 x 20 cents = \$ 539.40 9 days x per diem = 2,128.78 7 work days x 8 hours x wage of \$18.88 = <u>1,057.28</u> Total \$3,725.46  Shipment of POV = \$ 1,214.00 Airfare x 4 = <u>1,136.00</u> Total \$ 2,350.00  Shipment of POV from Seattle to Washington, D.C., would cost less for the family of four.	2697 x 15 cents = \$ 404.55 9 days x per diem = 655.00 7 x 8 x \$18.88 = <u>1,057.28</u> Total \$ 2,116.83  Shipment of POV = \$ 1,214.00 Airfare = <u>284.00</u> Total \$ 1,498.00  Shipment of POV from Seattle to Washington, D.C., would cost less for the single employee.
Boulder: 1669 miles divided by 300 miles per day = 6 days 1669 x 20 cents = \$ 333.80 6 days x per diem = 1,348.78 5 work days x 8 hours x \$18.88 = <u>755.20</u> Total \$2,437.78  Shipment of POV = \$ 956.00 Airfare x 4 = <u>656.00</u> Total \$1,612.00  Shipment of POV from Boulder to Washington, D.C., would cost less for the family of four.	1669 x 15 cents = \$ 250.35 6 days x per diem = 415.00 5 x 8 x \$18.88 = <u>755.20</u> Total = \$1,420.55  Shipment of POV = \$ 956.00 Airfare = <u>164.00</u> Total \$1,120.00  Shipment of POV from Boulder to Washington, D.C., would cost less for the single employee.
Kansas City: 1059 miles divided by 300 miles per day = 4 days 1059 x 20 cents = \$ 211.80 4 days x per diem = 828.78 4 work days x 8 hours x \$18.88 = <u>604.16</u> Total \$1,644.74  Shipment of POV = \$ 655.00 Airfare x 4 = <u>1,264.00</u> Total \$1,919.00  Driving from Kansas City to Washington, D.C., would cost less for the family of four.	1059 x 15 cents = \$ 158.85 4 days x per diem = 255.00 4 x 8 x \$18.88 = <u>604.16</u> Total \$1,018.01  Shipment of POV = \$ 655.00 Airfare = <u>316.00</u> Total \$ 971.00  Shipment of POV from Kansas City to Washington, D.C., would cost less for the single employee.

**NOAA TRAVEL REGULATION**  
**Chapter 302-RELOCATION ALLOWANCES**

**EXHIBIT 302-9B**

**EXHIBIT 302-9B (Continued)**  
**COST COMPARISON EXAMPLES**  
**OF DRIVING VERSUS SHIPPING POV (CONTINUED)**

<b>Mileage from Washington, D.C., to:</b>		<b><u>Mileage Rates:</u></b>	<b><u>Hourly Wage</u></b>
Seattle, WA	2697 miles	Employee + 3 occupants of auto = 20 cents per mile	<b><u>of GS-11/1:</u></b>
Boulder, CO	1669 "	Employee = 15 " " "	\$18.88
Kansas City, MO	1059 "	<b><u>Per Diem:</u></b>	
Norfolk, VA	189 "	\$80 (Employee) + \$180 (spouse + 2 child over 12) = \$260	

<b><u>Family of 4 - employee, spouse, 2 children over 12 yrs.</u></b>		<b><u>Single Employee</u></b>	
Norfolk: 189 miles = 4 hours of travel			
	189 x 20 cents = \$ 37.80	189 x 15 cents = \$ 28.35	
	No per diem allowed under 12 hours = .00	No per diem = .00	
	1 work day x 8 hours x \$18.88 = \$ 151.04	1 x 8 x \$18.88 = 151.04	
	Total \$ 188.84	Total \$ 179.39	
	Shipment of POV = \$ 112.00	Shipment of POV = \$ 112.00	
	Airfare x 4 = 1,440.00	Airfare = 360.00	
	Total \$ 1,552.00	Total \$ 472.00	
Driving from Norfolk to Washington, D.C., would cost less For the family of four.		Driving from Norfolk to Washington, D. C., would cost less for the single employee.	

**Subchapter E-RESIDENCE TRANSACTION ALLOWANCES**  
**PART 302-11-ALLOWANCES FOR EXPENSES INCURRED IN CONNECTION**  
**WITH RESIDENCE TRANSACTIONS**

**Subpart D-Request for Reimbursement**

Sec.

**302-11.302(a) What documentation must I submit to my agency to request reimbursement for the sale of a former residence or the purchase of a new one?**

The following documentation must be submitted for reimbursement of expenses incurred upon sale or purchase of residence:

- (1) Form CD (Commerce Department)-370, Travel Voucher
- (2) Form CD-371, Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or Both) of Residence Upon Change of Official Station
- (3) A copy of the travel order
- (4) A copy of the real estate settlement/closing statement
- (5) Receipts for items paid outside of closing, as indicated on the settlement/closing statement by POC (Paid Out of Closing).

**PART 302-12-USE OF A RELOCATION SERVICES COMPANY**

**Subpart A - Employee's Use of a Relocation Services Company**

Sec.

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Subpart A - Employee's Use of a Relocation Services Company  
**Responsibilities in this part (Chapter 302) will always refer to the gaining office.**

**302-12.50(a) What changes have been made to NOAA's relocation services and what is the name of the current contractor for these services?**

- 1) Effective October 13, 2000, NOAA offers authorized transferees an optional Buyer Value Option (BVO), which begins on the first day of the transferee's listing agreement through day 60 of the listing agreement, subject to the FTR and DOC Travel Handbook, Chapter 302-12.
- 2) Effective October 13, 2000, NOAA offers authorized transferees, an optional voucherless **home purchase** process provided by the contractor at no additional brokerage fees to NOAA.
- 3) The name of the current contractor is **Cendant Mobility, Government Relocation Information Center, 40 Apple Ridge Road, Danbury, CT 06810, 1-877-332-7356.**

**Note: NOAA will continue to offer the amended-value (over 60 days) and appraised-value (over 90 days) home sale processes (also known as the third-party relocation program) to authorized transferees, subject to the conditions as stated in DOC Travel Handbook, Chapter 302-12.5(d).**

**Home Sale Program**

**302-12.50(b) What is the voucherless home sale process?**

- 1) The voucherless home sale process begins with marketing assistance on day one of the listing agreement and concludes with closing of the sale of the home.
- 2) The contractor will make the transferee an offer if a bona fide buyer is not found within 90 days from listing agreement date.
- 3) Transferees may choose their own real estate agent or choose from a list of agents provided by the contractor. With either option, the contractor will work with the transferee and real estate agent as directed by the transferee.
- 4) The voucherless home sale program includes the:

**Buyer Value Option (BVO):** BVO begins on the first day of the transferee's listing agreement through day 60 of the agreement. Once a bona fide buyer is found, the contractor will buy the transferee's home at the sale price agreed upon between the buyer and the transferee. The contractor will then sell the home to the buyer. The transferee does not submit a travel voucher since all closing costs are included in the invoice to NOAA from the contractor. The contractor bills NOAA at 10.99% of the value of the home.

**Amended Sale:** Amended sale usually follows BVO and begins when appraisals are ordered by the contractor (usually at day 60) and a bona fide buyer is found. Amended sale follows the same process as BVO. The transferee does not submit a travel voucher since all closing costs are included in the invoice to NOAA from the contractor. Under amended sale, the contractor bills NOAA at 13.04% of the value of the home which includes the costs of the appraisals.

**Appraised Sale:** Appraised sale begins on day 60 if a bona fide buyer is not found. The transferee chooses two appraisers from a list provided by the contractor. On day 90, the contractor will make the transferee an offer based on appraisals. The transferee has 60 days to accept or reject the contractor's offer. If the transferee accepts the offer, the contractor will buy the home from the transferee and bill NOAA at 22.64% of the appraised value of the home. The transferee does not submit a travel voucher since all closing costs are included in the invoice to NOAA from the contractor.

- 5) The fees paid to the contractor for these programs are subject to annual adjustment.

**302-12.50(c) What are the benefits of the voucherless home sale process for NOAA?**

- 1) Conservation of time generally spent by the transferee and travel policy advisers to prepare travel voucher claims for home sale.
- 2) Conservation of time generally spent by travel voucher auditors to process home sale claims.
- 3) Potential reduction of cost and time spent by transferees in temporary quarters.
- 4) Potential reduction of the time in which household goods are stored.
- 5) Contractor's preferential pricing for NOAA under the contract for home sales.

**302-12.50(d) What are the benefits of the voucherless home sale process for transferees?**

- 1) Elimination of the requirement to submit a travel voucher for closing costs associated with the sale of the home.
- 2) Receipt of the contractor's guarantee of the sale prior to closing, therefore transferees are not at risk if the sale of their home does not close. Finding a replacement buyer is the contractor's responsibility.
- 3) Offers based on negotiated price between seller and buyer rather than on appraised value of the home when a buyer is found during the BVO and amended sale processes.
- 4) Access to objective advice from the contractor on marketing their home, selecting a real estate agent, setting the list price, and assistance with marketing activities and negotiation assistance.
- 5) Optional selection of any real estate agent or selection of an agent from the contractor's network of brokers.
- 6) Advance receipt of 95% of their home's equity once the contract with the contractor is executed and, when their home is vacant, 100% of the equity.
- 7) Elimination of the transferee's responsibility for mortgage payments, utilities, or maintenance after their home is vacated and after the date of the contractor's execution of the transferee's acceptance of the offer.
- 8) Elimination of the need for the transferee to attend closing.
- 9) Elimination of the tax liability.
- 10) No fee equity loan up to 95% based on appraised value offer.

**302-12.50(e) What is the voucherless home purchase process?**

The voucherless home purchase process allows the transferee to apply for a mortgage loan through Cendant Mortgage. Once the loan is approved, Cendant will pay all reimbursable closing costs on behalf of the transferee at settlement. NOAA is not charged a fee for this service.

**302-12.50(f) What are the benefits of the voucherless home purchase process for NOAA ?**

- 1) Conservation of time generally spent by the transferee and travel policy advisers to prepare travel voucher claims related to home purchase.
- 2) Conservation of time generally spent by travel voucher auditors to process home purchase claims.
- 3) No additional brokerage fees for NOAA.
- 4) NOAA could save money and time by reducing the need for temporary quarters and/or storage of household goods.

**302-12.50(g) What are the benefits of the voucherless home purchase process for transferees?**

- 1) No fee to the transferee for the advance of closing costs by the contractor.
- 2) Receipt of mortgage counseling and mortgage approval, if requested, within 48 hours of contacting the contractor.
- 3) Receipt of reimbursable closing costs from the contractor at closing.
- 4) Elimination of the requirement to submit a travel voucher for closing costs associated with the purchase of their home.
- 5) Potential ability to quickly purchase a home at the new duty station.
- 6) Early access to demographic information on every town, school, and neighborhood in the United States.

**Responsibilities of the HRO and the Gaining Office**

**302-12.51(a) What are the responsibilities of the HRO with regard to relocation?**

- 1) The HRO should notify the servicing RSC at the time the job offer is made or at the earliest possible time so the transferee will have early access to important information.
- 2) The HRO issues written notification to the transferee of their required reporting date at the new duty station accompanied by the following:
  - (i) The Relocation Package including information on the voucherless home sale/home purchase processes; and
  - (ii) The telephone number of the servicing RSC to obtain relocation information; and
  - (iii) The telephone number for the Cendant Mobility Government Relocation Information Center help line: 1-877-332-7356.
- 3) The HRO will receive the CD-150 back from the transferee which will contain certifications from the transferee and the approving official.

**302-12.51(b) What are the responsibilities of the gaining office with regard to relocation?**

- 1) The gaining office will forward a completed and signed copy of the CD-150 to the HRO and to the RSC/Transportation and Property Branch. The Transportation and Property Branch will sign Section VI-Certification for Shipment of Household Goods, of the CD-150.
- 2) The gaining office will promptly prepare a travel order, including specific authorization for the use of contracted relocation services, and forward copies to the transferee and to the RSC.

**Home Sale Responsibilities**

**302-12.51(c) What are the responsibilities of the RSC in the voucherless home sale process?**

The RSC must follow the FTR and DOC Travel Handbook, Chapter 302-12, in addition to the instructions below.

**Note: A memorandum from the Director, Office of Executive Assistance Management, DOC, dated January 4, 2000, exempts NOAA transferees from the requirement to market their home for 90 days prior to using the home sale services of a contractor.**

**1) BUYER VALUE OPTION (BVO)**

(outside offer received between day 1-60 of the listing agreement) - the RSC will:

- (i) Counsel the transferee on related regulations and NOAA policy, as necessary.
- (ii) Obtain a copy of the listing agreement which includes an exclusion clause, a copy of the CD-150, a copy of the completed "3<sup>rd</sup> Party Eligibility Questionnaire", and a copy of the authorized travel order, which includes specific approval for use of NOAA's relocation services contractor. The travel order will show an obligation for real estate expenses under object class 1214.
- (iii) Send transferee a Relocation Package and the third-party eligibility questionnaire if the HRO has not sent the information.
- (iv) Prepare a CD-404, Supply, Equipment or Service Order, estimating the dollar amount as 10.99% of the home sale price under object class 1214 and fax it to the contractor.
- (v) Contact contractor through website to begin home sale process.
- (vi) Use the CD-404 to obligate funds for the home sale process.
- (vii) Fax a copy of the CD-404 to the gaining office.
- (viii) Amend CD-404 obligation, if necessary, when the invoice arrives.
- (ix) Certify payment to contractor.
- (x) Fax a copy of the invoice and CD-404 to the gaining office.

**2) AMENDED SALE**

(Outside offer received after appraisals are ordered (usually after day 60 of the listing agreement)) - the RSC will:

- (i) Amend the CD-404 estimating the dollar amount as 13.04% of the home sale price under object class 1214 and fax it to the contractor and the gaining office.
- (ii) Repeat steps in the NTR, Chapter 302-12.51(c)(1)(v)-(x) to process a possible amended sale.

**3) APPRAISED SALE**

(No outside offer received (over 90 days of the listing agreement) - the RSC will:

- (i) Amend the CD-404 estimating the dollar amount as 22.64% of the home sale price under object class 1214 and fax it to the contractor and the gaining office.
- (ii) Repeat steps in the NTR, Chapter 302-12.51(c)(1)(v)-(x) to process a possible appraised sale.

**NOTE:** NOAA reimburses the contractor using three possible percentages depending on the program: 1) 10.99% of home sale price if BVO, 2) 13.04% of home sale price if Amended Sale, or 3) 22.64% of home sale price if Appraised Sale.

**302-12.51(d) What are the responsibilities of the contractor in the voucherless home sale process?**

- 1) After notification by NOAA, the contractor will contact the transferee within 48 hours to begin the home sale process and provide the transferee with relevant information and counseling.
- 2) When a buyer is found, the contractor will purchase the transferee's home at the negotiated sale price once the offer is determined to be bona fide and inspections are completed. The contractor will manage the details of settlement including payment of commissions. The transferee does not attend settlement.
- 3) Once the home sale contract with the transferee is executed, the contractor will provide 95% of the equity, and 100% of the equity once the house is vacated.
- 4) The contractor is responsible for mortgage payments, utilities and maintenance once the home is vacated.
- 5) The contractor will invoice NOAA in accordance with the contracted fee.
- 6) The sale is guaranteed to the transferee, therefore the transferee is not at risk if the sale does not close. Finding a replacement buyer is the contractor's responsibility.

**302-12.51(e) What are the responsibilities of the transferee in the voucherless home sale process?**

- 1) After receiving notification of their required report date, the transferee will **immediately** complete the CD-150 and forward it to the gaining office to initiate preparation of their travel order. The travel order must indicate special approval for the use of contractor relocation services. The RSC must have the following documents before the transferee can enter the home sale program: CD-150, travel order, the listing agreement which includes an exclusion clause, and Third Party Eligibility Questionnaire (copy attached).
- 2) The transferee may select their own real estate agent or may select an agent from the contractor's network of brokers to list their home for sale.
- 3) When an offer is received from an outside buyer, the transferee and the buyer will negotiate all terms of the sale. **The transferee should not sign or initial the buyer's offer, but should forward the contract to the contractor for signature.**
- 4) Transferee will notify RSC if home does not sell within 60 days.

**Home Purchase Responsibilities**

**302-12.51(f) What are the responsibilities of the RSC in the voucherless home purchase process?**

(1) The RSC must follow the FTR, Chapter 302-12, in addition to the instructions below. **If the transferee is not using the voucherless home sale process, but has chosen to use the voucherless home purchase process,** the RSC:

- (i) Counsel the transferee concerning related regulations and NOAA policy, as necessary.
- (ii) Obtain a copy of the travel order, which includes specific approval for use of NOAA's relocation services contractor, and a copy of the CD-150. The travel order will show an obligation for real estate expenses under object class 1214.
- (iii) Contact contractor, through website, to begin home purchase process.
- (iv) Receive and audit contractor's invoice of reimbursable costs.
- (v) Prepare a CD-404, obligating home purchase costs under object class 1214, and fax it to the contractor.
- (vi) Obligate funds for the home purchase process using the CD-404.
- (vii) Issue payment to the contractor.
- (viii) Fax a copy of the invoice (settlement sheet) and CD-404 to the gaining office.
- (ix) Issue to the transferee a W-2 for all taxable expenses.

(2) **If the transferee has chosen to use both the home sale and home purchase processes offered during the initial 60 day period of the listing agreement,** the RSC will obligate both the home sale and home purchase costs under object class 1214 on the CD-404. In addition, the RSC will follow instructions in the NTR, Chapter 302-12.51(c) for home sale procedures, and will follow instructions in the NTR, Chapter 302-12.51(f) for home purchase procedures.

(3) **If the home purchase process is not obligated at the same time the home sale process is obligated**, the RSC will:

- (i) Amend the original CD-404 which shows home sale costs to obligate the additional home purchase costs under object class 1214.
- (ii) The RSC will follow instructions in the NTR, Chapter 302-12.51(c) for home sale procedures, and will follow instructions in the NTR, Chapter 302-12.51(f) for home purchase procedures.

(4) **If the employee elects to drop out of the home purchase program and purchase a home on their own**, the RSC will:

- (i) Amend the CD-404 to cancel the home sale program. Funds will remain obligated for direct sale under object class 1214.
- (ii) Fax CD-404 to the contractor and the gaining office.

**302-12.51(g) What are the responsibilities of the contractor in the voucherless home purchase process?**

The contractor will:

- 1) After notification by the RSC, contact the transferee to explain the home purchase process.
- 2) Analyze the transferee's financial position to determine a mortgage that will meet the transferee's needs.
- 3) Complete the loan application by telephone with the transferee.
- 4) Advise the transferee regarding which home purchase costs are reimbursable.
- 5) Pay the transferee's reimbursable closing costs at settlement.
- 6) Forward an itemized invoice, and a signed copy of the HUD-1 form (settlement statement) to the RSC for payment. Payment to the contractor is subject to the Prompt Payment Act.
- 7) Establish a repayment schedule with the transferee for any non-reimbursable items that were advanced to the transferee but were not reimbursed to the contractor by NOAA.

**Note: NOAA is not responsible to pay the contractor for expenses that are not reimbursable according to the FTR.**

**302-12.51(h) What are the responsibilities of the transferee in the voucherless home purchase process?**

- 1) The transferee will review and sign a loan application completed by the contractor and return the application in the prepaid return envelope.
- 2) Prior to closing, the transferee will receive information from the contractor outlining reimbursable closing costs according to the FTR. The transferee will bring the remaining funds to closing.
- 3) The transferee is obligated to repay the contractor for any non-reimbursable items advanced, but not reimbursed to the contractor by NOAA.